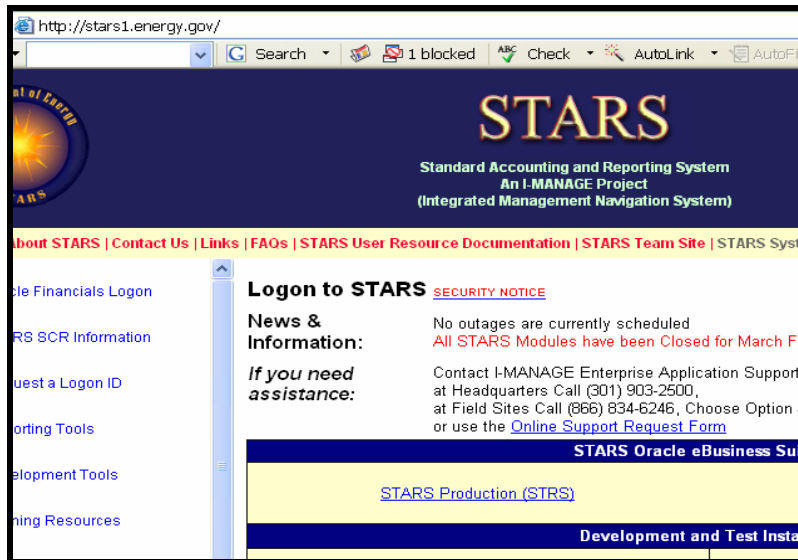


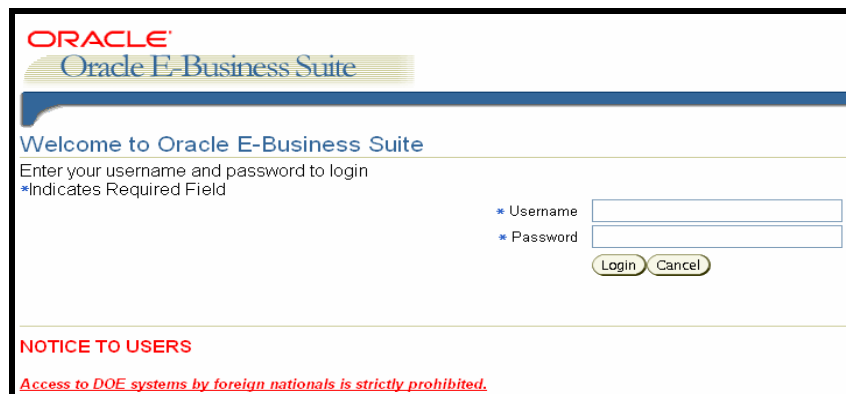
# DOE Net Position Report

The Net Position report can be run to generate either normal and/or CSV layout output types. The CSV comma delimited layout report will be easier to import into Excel for analysis than the normal output report.

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).

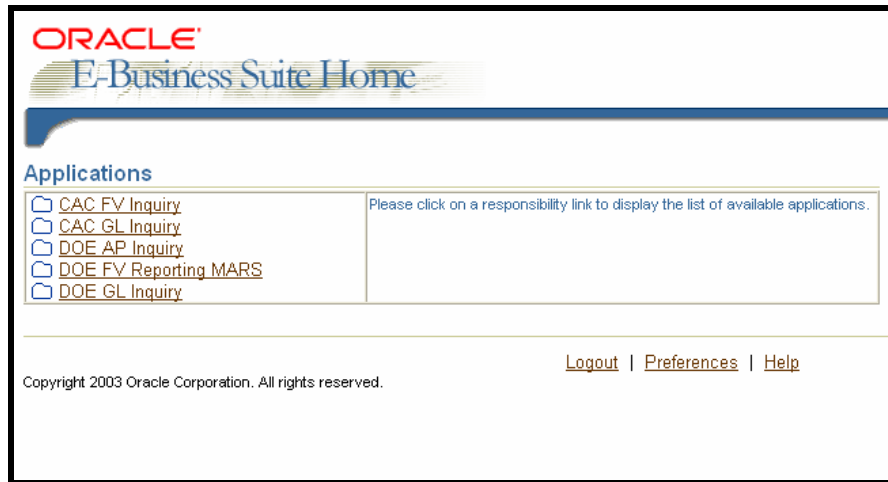


2. You will get the login screen as shown below. You must click on the Login button

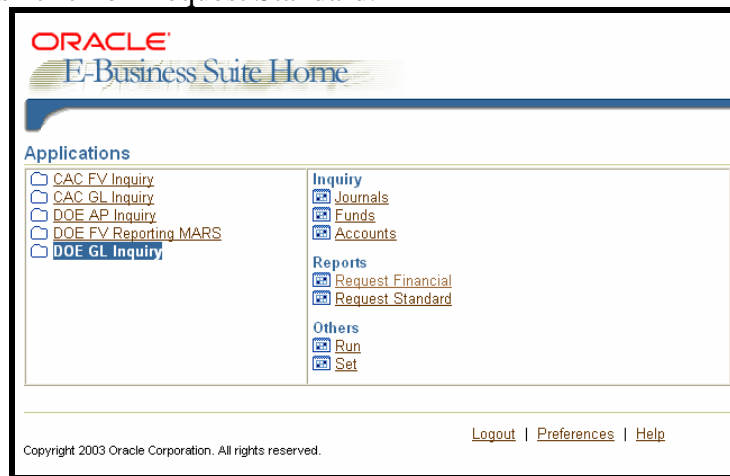


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

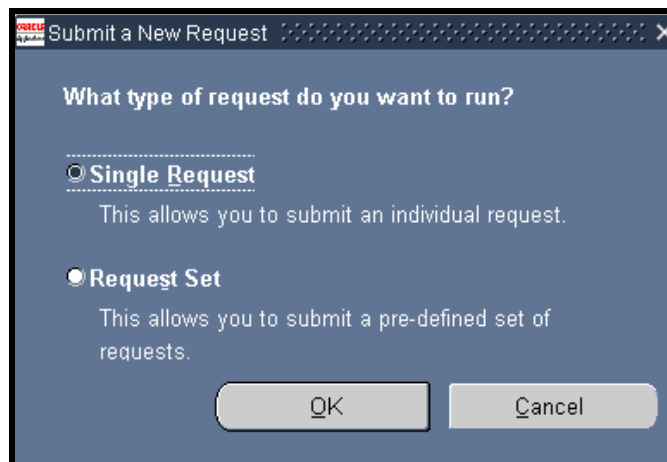
# DOE Net Position Report



4. Under "Reports" click on Request Standard.



5. Ensure that the "Single Request" radio button is selected on the Submit a New Request screen and click OK.



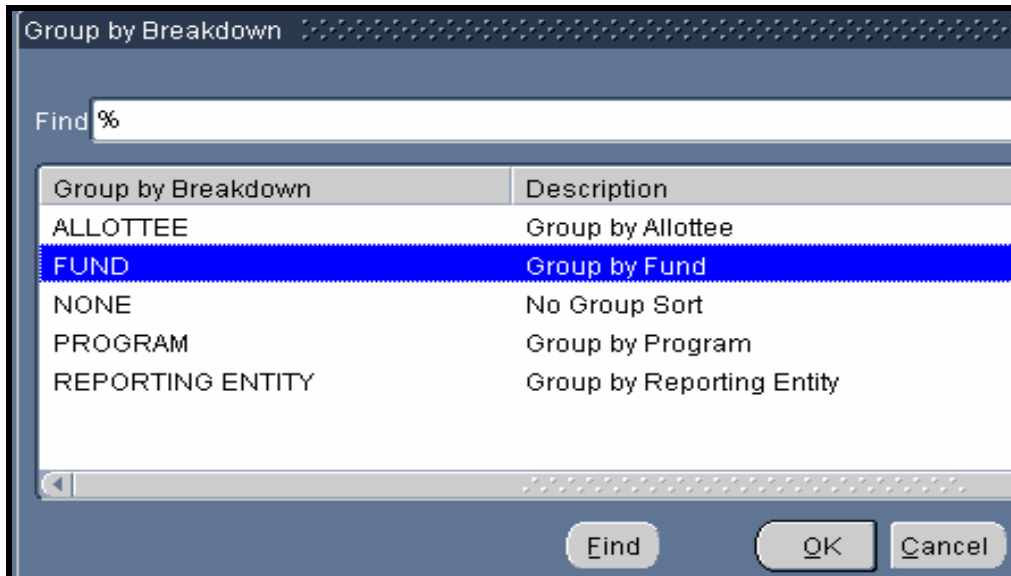
6. Enter "DOE Net Position Report" in the name field. Press Tab.

# DOE Net Position Report

7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
  - a. Period Name “June-07”.
  - b. Report Output Type “Both” to get a normal and CSV output. This is a new option in 2007. If you only want the normal or only the CSV output, click on the ellipsis (...) box to get the LOV (List of Values) to make your selection. Press Tab five times.
  - c. Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
  - d. The Show Consolidated Schedules field is ONLY used by HQ to get a more detailed report tab to or click in the field you want. See step D below.

## DOE Net Position Report

- e. To utilize other options click on the ellipsis (...) box to get the LOV (List of Values). You can group your report by Funds, Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab past the Group sort). If you list all funds for your allottee there will be a summary total page that follows. Click OK.



8. Press OK. This will take you back to the Submit Request screen.

The 'Submit Request' dialog box contains three main sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Run this Request...' section has fields for Name, Parameters, and Language, along with 'Copy...', 'Language Settings...', and 'Debug Options' buttons. The 'At these Times...' section has a 'Run the Job' field and a 'Schedule...' button. The 'Upon Completion...' section has a 'Save all Output Files' checkbox, 'Layout', 'Notify', and 'Print to' fields, and an 'Options...' button. At the bottom are 'Help (C)', 'Submit', and 'Cancel' buttons.

**Run this Request...**

Name: **DOE Net Position Report**

Parameters: **DOE Statement of Net Position:DOE\_NET\_POSITION\_TOTALS:2007:JUN-07:Both:JUN-**

Language: **American English**

Copy... Language Settings... Debug Options

**At these Times...**

Run the Job: **As Soon As Possible** Schedule...

**Upon Completion...**

☒ Save all Output Files

Layout: Notify: Print to: **noprint** Options...

Help (C) Submit Cancel

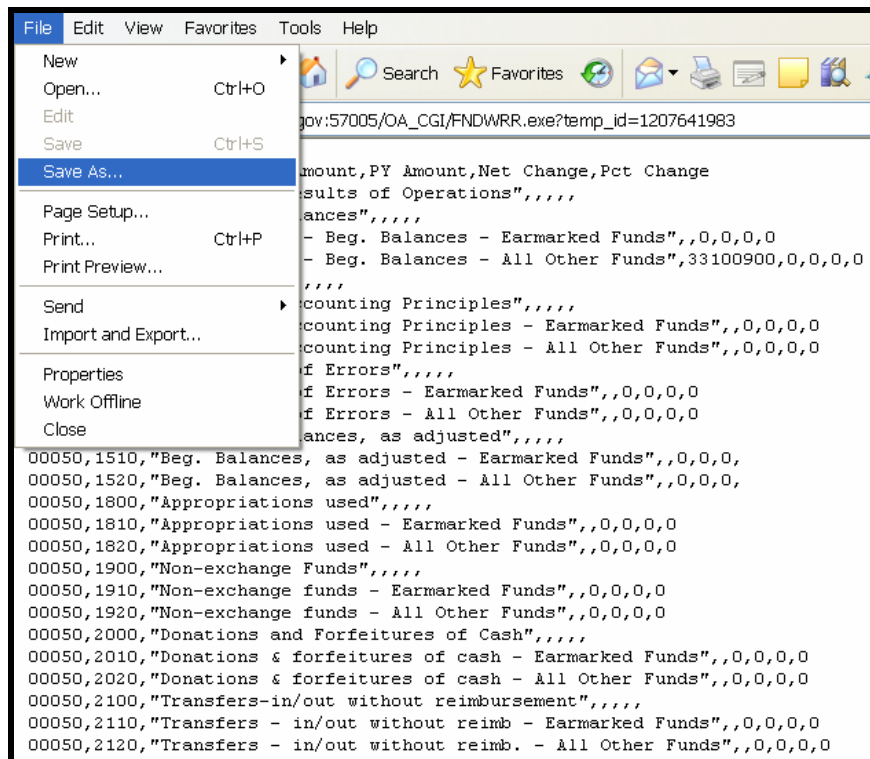
## DOE Net Position Report

9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your with the corresponding Request ID number. **Note:** There will be three reports and ID Request numbers if you select “Both” as the Report Output Type. For the Normal and CSV output types you will only get one report. Please record your Request ID numbers for later viewing.

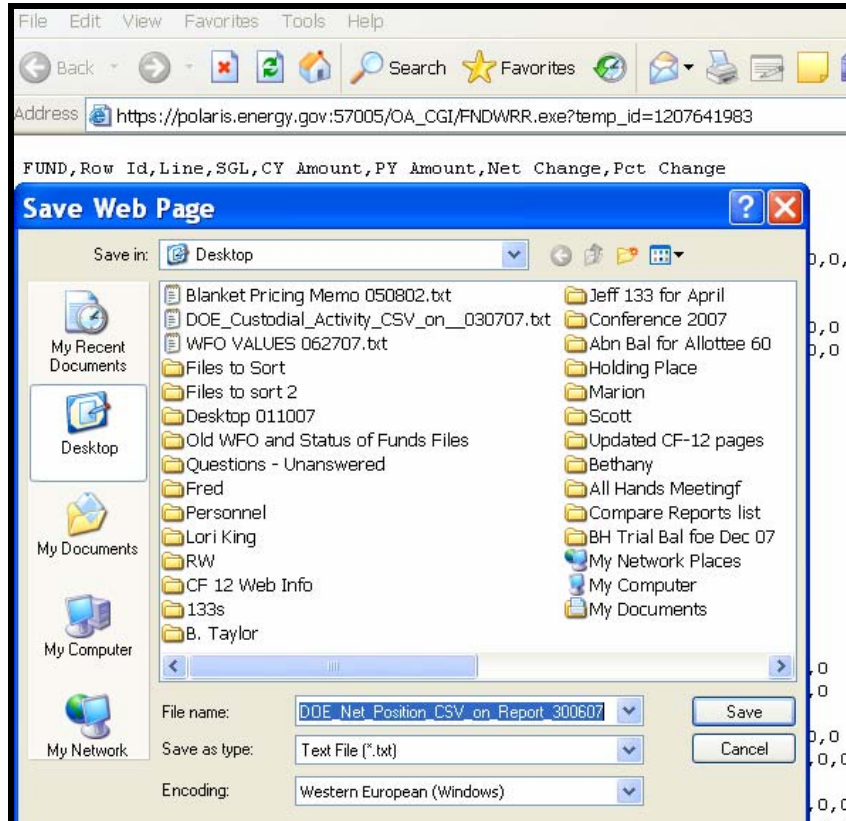
Request ID	Name	Parent	Phase	Status	Parameters
2416317	DOE Custodial Activity or		Completed	Normal	2416316, N, FUND, Y
2416316	DOE Custodial Activity R		Completed	Normal	DOE Stmt of Cust Activities,
2416312	DOE Net Cost Report		Completed	Terminated	DOE New Stmt of Net Cost, I
2416310	DOE Net Cost Report		Completed	Terminated	DOE New Stmt of Net Cost, I
2416304	DOE Net Position CSV on		Completed	Normal	2416284, N, FUND, Y
2416303	DOE Net Position on Rep		Completed	Normal	2416284, N, FUND, Y
2416301	DOE Statement of Financ		Completed	Normal	2416285, N, FUND, Y
2416299	DOE Statement of Financ		Completed	Normal	2416285, N, FUND, Y
2416285	DOE Statement of Financ		Completed	Normal	DOE Statement of Financin
2416284	DOE Net Position Report		Completed	Normal	DOE Statement of Net Positi

10. The Output you will see on your screen will contain three lines. 1) “DOE Net Position Report” is the empty output file with (0 bytes); 2) “DOE Net Position on Report Execution” will be the Normal output of the Net Position; and finally, 3) DOE Net Position CSV on Report Execution” is the CSV output that includes detail that is easily imported into Excel for analysis.
  11. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.
- Note:** To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “Specific Requests” radio button is selected, enter your Request ID number you recorded earlier and click Find.
12. To print your click on Tools, Reprint/Republish and fill in the Print Opting screen. Click Ok.
  13. To utilize the pivot table feature save your report as a text file using the instructions below.
  14. Click File on the menu bar and select Save As.

# DOE Net Position Report



15. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



16. Prepare pivot table.